



# Plans Cover Sheet & Typical Sheet Checklist

This checklist is a guide for submitting complete and accurate plans to the city. See your project's DR, PP, ZN, UP, the Design Standards & Policies Manual (DS&PM), and contact your Project Coordinator for specific requirements.

## Cover Sheet

- ☐ 1. Title
- ☐ 2. City Name
- ☐ 3. Vicinity Map
- ☐ 4. Legal Description
- ☐ 5. Benchmark per 1988 NAVD datum. Land survey benchmark information is available from [www.scottsdaleaz.gov/landsurvey](http://www.scottsdaleaz.gov/landsurvey) or call Field Engineering at 480-312-5750.
- ☐ 6. Additional information (see DS&PM Figure 1.2-1)
  - a. Approval blocks for signatures (see DS&PM Chapter 1-2.300)
  - b. City project #, case # (PP, DR, ZN, UP), plan check #, and quarter section # in the right hand border of all sheets.
  - c. "City of Scottsdale General Construction Notes for Public Works Construction" (see DS&PM Figure 1.2-13)
  - d. Sheet Index
  - e. Utility system ownerships.
  - f. Other agency approvals as required
  - g. Engineer, Architect, and/or Developer names, contacts, addresses, and telephone/fax numbers
  - h. Provide construction quantities for all work in public rights-of-way or easements. Units to conform to those found in City Code Sec.47-100 (see Encroachment Permit Fee Sheet).
  - i. Current zoning for the property
  - j. Legend
  - k. "Blue-Stake" note
  - l. Key-Map
  - m. Assessor's parcel number
  - n. Native plant plan & permit number
  - o. Required retention or detention; provide retention or detention in cubic feet.

## Typical Sheet—include on each sheet

- |   |  |
|---|--|
| <input type="checkbox"/> 1. Standard title blocks (see DS&PM Chap. 1-2) | <input type="checkbox"/> 5. Plan check number in right hand margin   |
| <input type="checkbox"/> 2. North arrow (up or to the right)            | <input type="checkbox"/> 6. Match lines, sheet references, and stations, as applicable   |
| <input type="checkbox"/> 3. Graphic scale (horizontal and vertical)     | <input type="checkbox"/> 7. City project #, case # (PP, DR, ZN, UP), plan check #, and quarter section # in right hand border. |
| <input type="checkbox"/> 4. Engineer's seal; signed and dated           |  |

## Planning & Development Services Department

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